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200 Lancaster Street

H. J. H. W. S.

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H. E. Strothard,

GENERAL RULES

AND

REGULATIONS

OF

THE ST. JOHN & MAINE RAILWAY CO.

Issued by authority of the Board of Directors.

FOR EMPLOYÉ'S ONLY.

OCTOBER, 1879.

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ST. JOHN, N. B. *Anderson collection*

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RULES AND REGULATIONS.

A PERFECT familiarity with the following Rules, as well as with all Special Regulations which may accompany the Time Tables, regulating the operation of the road, will be expected of all Employés of the Company; and an ignorance of their requirements will never be received as an excuse for not obeying them.

GENERAL RULES.

1. Employés of the Company must devote themselves exclusively to its service, obey promptly all orders they may receive from those in authority over them, and conform to all regulations of the Company. Negligence in the performance of duty is equivalent to incompetency, and, if not immediately corrected upon admonition, will always be good cause for dismissal from the service.

2. The *safety of Passengers* is the first consideration, together with the *regularity and punctuality of the Trains* and the *comfort and convenience of Passengers*.

3. All Employés are expected to exercise the greatest care and watchfulness to prevent injury to person

or property; and they must in all cases of doubt take the course which involves no danger. They must be civil and obliging to passengers and others with whom their duties may bring them in contact; must not use profane or improper language, and must avoid altercations with any person.

4. The use of intoxicating drink on the road or about the premises of the Company, and *smoking* while on duty, are strictly forbidden. Any Employé appearing on duty in a state of intoxication subjects himself to immediate dismissal, and his superior must take him off duty at once.

5. No Employé is allowed under any circumstances to absent himself from duty without the permission of his superior officer, except in case of illness; and then notice must be immediately sent to his superior officer, so that a substitute may be found in season.

6. Every Employé shall make himself thoroughly acquainted with the Rules and Regulations of the Railway, including those contained in the working Time Table of the District in which he is employed; and he shall keep a copy of the same in his possession.

7. Employés holding positions of trust, must, when required, enter into bonds for the faithful performance of their duty in this respect.

8. The safety of the public must, under all circumstances, be the chief care of the servants of the Com-

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pany. In the event of an accident on the line, the Manager and Superintendent must be immediately notified, and outside of the Officers of the Railway no information must be given respecting it.

SIGNALS.

9. RED is a signal of DANGER: STOP:
 GREEN—CAUTION: PROCEED SLOWLY.
 WHITE—ALL RIGHT: GO ON.

10. *These Signals will be made by FLAGS in the day time, and by LAMPS at night.*

11. *In addition to this, any signal waved violently, or a man standing with both arms raised above his head, denotes DANGER and the necessity of stopping immediately.*

12. *The absence of a Signal at a point where one is usually displayed is to be taken as denoting DANGER.*

WHISTLING SIGNALS.

13. TO PUT ON BRAKES—*One short sharp whistle.*
 TO START OR TAKE OFF BRAKES—*Two short sharp whistles.*
 TO BACK—*Three short sharp whistles.*
 TO STOP AT A FLAG STATION—*Three short sharp whistles.*
 TO TURN SWITCH—*Four short sharp whistles.*
 TO RECALL A SIGNAL MAN—*Five short sharp whistles.*

DANGER—*A repetition of short sharp whistles.*
On approaching Level Crossings of public roads
and curves—**ONE LONG whistle.**
On approaching Stations—*One long continuous*
whistle.

14. A lantern swung *crosswise* the track is a signal for *stopping*; raised and lowered *vertically*, the signal for *starting* the train; swung in a *circle*, the signal for *backing* the train.

15. ANY signal apparently intended to indicate alarm or danger must be regarded, and when given to a train on the road, the train must be stopped, and the meaning of it ascertained. Should another train be following, a man must be immediately sent back with a proper signal to warn it.

16. A red flag set up by the side of the road is a signal of **DANGER** on the track ahead; raised and lowered, **COME SLOW.**

17. A lantern light is to be used at night in place of the red flag, and to be of red color, when such can be had, **BUT A LAMP OF ANY COLOR WAVED OR SWUNG ACROSS THE TRACK TO BE REGARDED.** (See Rule 11.)

18. A *Red* flag carried upon the head of an engine and tail of the train, by day, or a Red light by night (in addition to the usual White light upon the head of an engine and Red light upon the tail of the train),

denotes that an extra engine or train is following, having the same rights as the train or engine carrying these signals. This does not give an engine which is being thus signalled the right to run to a station to which the preceding train has run, unless it can reach the station subject to the conditions which govern the engine carrying the flag. It is to be strictly remembered that the flagged engine has "*the same rights*," but not greater ones than the engine or train which carries the flag. SPECIAL RIGHTS given the train carrying the flag cannot be used by train or engine which follows the flag.

19. *White* signals, carried in the manner above described, denote that an extra train is following, but will *keep clear* of all regular trains.

20. *Green* signals, carried in a similar way, denote that an extra train or engine will come in an *opposite* direction, but will *keep clear* of all regular tr.

21. All persons doing work along the road, using a flag flying on an engine, will keep the train clear until the engine thus announced has passed; or if repairs be necessary, make them only after stationing a man with a signal half a mile off.

22. Whenever one train is to follow another, notice must be given to the forward train, and the conductor of the forward train must notify all conductors whom he may meet at stations of the fact, besides carrying

the proper signal ; and when passing trains, where he does not stop, the Engineman must call attention to the signal of a following train by five successive sounds of the whistle.

23. One large white light, commonly known as a "head-light," must always be exhibited on the front of the engine on the road, must be kept in good order, and always lighted when running after dark.

24. Signal cords must be used on all trains, to extend from the rear car to the whistle or alarm bell on the engine.

25. A Red signal displayed at a station is to notify the officers in charge of trains that there are orders there for them ; and no train or engine must leave or pass until such "danger" signal is removed.

RUNNING TRAINS.

26. No extra train or engine must be sent over the road without proper orders in writing or by telegraph signed by the Superintendent, or Train Despatcher under his direction ; and no other persons are authorized to move trains.

27. In case of accident or detention of trains between stations, from any cause whatever, the first duty of all Employés connected with such train is to stop approaching trains.

28. All trains will be run as nearly to the time as

possible, *under no circumstances* leaving a station earlier than the card time. Engine Drivers will be particular to make the speed over the road as uniform as possible.

29. Passenger trains will not wait for freight trains. Freight, wood and gravel trains will wait indefinitely for passenger trains, and must be kept out of the way, giving them the road.

30. "Wild" or irregular trains must be out of the way of *all* regular trains at least ten minutes before the arrival time of the regular train; and if on the Time Table the regular train has only the leaving time given, then the irregular train must incline to the side of safety, and be out of the way by the time the regular train is due to leave the preceding station.

31. The train due first at a meeting point must take the side track, if there is a switch at each end; if connected at but one end, the train running in the direction of the side track must enter upon it. No train ~~must~~ run by to back on, unless it is "irregular" and has ample time, except that freight trains in meeting passenger trains must in all cases take the siding when there is room, and must send out a signal till main track is clear.

32. A freight train must not run towards a station where it is expected to meet a passenger train, unless

it can by running at regular rate of speed, reach the station at least five minutes before the time for the passenger train to leave.

33. Should any portion of the train be broken or uncoupled while running, Brakemen must stop the rear section as quickly as possible, Engine Drivers being careful to keep the forward section out of the way.

34. No train has right to use the time of another train of the same class, excepting as provided in "Special Rules" appended to Working Time Tables.

35. If any train is delayed on the road, the first duty of the Conductor and of *all* Employés on the train, is to see that measures are taken to prevent other trains from running into the delayed train. One, and in case of danger, *two efficient men* must be sent backward or forward, or both, as the case may require, with red flags or lanterns, *at least* half a mile, to stop any approaching train, and when train or engine is ready to move, danger signals must be sent 1200 yards in advance of it, to guard against approaching trains—and keep thus far in advance until a siding is reached by the delayed train.

36. All Regular trains and Advertised Special trains, when twelve hours behind card time, will lose all right of track, and will not proceed without special orders from Superintendent or Train Dispatcher.

37. Signalled Extra trains, or trains that are running under signals, when twelve hours behind the train carrying the signals, will lose all right of track, and will not proceed without orders from the Superintendent or Train Despatcher.

38. Engine Drivers in charge of Empty or Special Engines, or in charge of any train, have the same responsibility as Conductors, and will be governed by the same rules.

39. A Train or Engine receiving orders to "run wild," will have until twelve (12) o'clock, midnight, of that day to reach its destination, unless otherwise specified in their orders.

40. Every morning, Station Agents and Section men, before they commence work, must ascertain if all trains, both passenger and freight, that are due, have passed, and govern themselves accordingly.

41. Always, when backing a train there must be a man specially stationed on the rear part of it to give due warning, and prevent accident, and if necessary a man with signal must be sent far enough in advance to guard against the possibility of an accident.

42. In very extreme cases only, can a train, which has once left a station, be allowed to return; and this proceeding must be accompanied with the greatest possible degree of caution. Before anything else is

done, two men with red flags, or lights, must be sent fully half a mile in advance of the rear end of the train, to give warning to any train, or trains, that may be approaching from that direction, in order to guard against the possibility of collision. The train must not move until these two men have proceeded at least half a mile, and then at no greater rate of speed than three miles per hour. Every other available measure must also be taken to notify Trackmen, and to stop any approaching engine. The officers of a train so situated are to assume in every case that a train is approaching, and act accordingly. Conductors, or other officers, in charge of any trains that may receive such warning are responsible for protecting their own trains in the same manner. On no pretext whatever must any thing be thrown from the cars while they are in motion.

43. When a train breaks down, or is stopped, or seriously delayed, on the road, similar precautions must be taken, should the case require it, to guard against being run into by any other train. Proper use must be made of red flags, lanterns or other signals. When assistance is required, or when the circumstances require it, messengers must be sent to the Station Master on either side, and the conductors must communicate direct, or through those officers, with the Superintendent. (See Rule No. 35.)

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44. In running behind another train, the Driver must so run as to allow the leading train to be not less than two miles in advance, and, on approaching a station, and entering, or running round curves, he must exercise great caution, so as to avoid the possibility of a collision. No excuse as to being deceived about the distance will be received for neglect of this rule. The responsibility of a collision at stations, including "wooding" and watering places, will rest upon the Conductor and Engine Driver of the rear train.

45. In extreme cases, in which Engine Drivers find it impossible to make their time in running to stations at which they should by schedule meet another train, they may disconnect their engine, leaving the train under proper danger signals, and run to the next station and notify the approaching train, and then return after their own train. But before proceeding to carry out this rule the Engineer must have the written authority of the Conductor to detach the engine and proceed as directed, subject to rules governing delayed trains.

46. When a train is delayed it is the duty of Agents and Switchmen to report the fact to trains that may be following, when the latter stop at their station.

47. If freight trains are at any time obliged to keep the main track in passing passenger trains, signals

must be sent 800 yards or 16 telegraph poles in the direction of the expected train, to give suitable warning for it to approach carefully.

48. In the event of accident to trains, the persons in charge thereof have the right to call upon Section men and others for such assistance as they may require, and all such must immediately attend.

49. Upon arriving at a place where a particular train is to be met, care must be taken by Trainmen to indentify such train; in other words, they must not proceed until the right train has arrived.

CONDUCTORS.

50. Each Conductor is required to be familiar with the Time Table and *all the rules* concerning the running of trains, whether they relate especially to his duties or not.

51. Conductors will take charge of their respective trains, and all persons employed on them will be under their control when on duty; they will be in attendance at least FIFTEEN minutes before the time of starting, to see that their trains are in good order; that the Baggage men and Brakemen are at their posts; they will control the time of starting, subject to the Time Table, except when other directions are given by the Superintendent; they will decide all questions in relation to the running of the trains in the absence of the Superintendent. But the

Engine Driver may claim (if an extraordinary order be given by a Conductor) to be consulted, and refuse to move a train, if he thinks an accident likely to arise. Such Engine Driver, however, must assume the responsibility of such action, and all instances of this kind must be reported without delay to the Superintendent.

52. Conductors must carry an accurate and reliable watch, regulating the same daily by the *Standard Time*, and comparing it with that of his Engine Driver before starting on each trip.

53. Conductors, when at stations doing business, will attend to their switching personally, and will make a detailed report to the Superintendent of all delays, accidents or injuries to person or property, that may occur on their trains; and also append the names of the witnesses, if any, to the same.

54. Conductors will be particular, when at all railroad crossings, to see that no part of the train is left standing on the crossing. This is specially important in regard to trains carrying passengers.

55. Conductors will see that the Brakemen call out distinctly the names of all stations where they stop, in all the cars, upon arrival at the stations.

56. Conductors and Baggage Masters must not allow any person, whether connected with the road or

not, to ride in the *baggage, mail or express cars*, whose duty does not require them to be there.

57. Freight Conductors are required to see that their men do their duty. They may allow their men to go to the caboose car to warm themselves, but not more than one man must be away from his post at the same time. They will see that the car doors are closed and fastened, and neither allow their men or any body else to enter a car having freight therein, unless absolutely necessary.

58. Conductors using turn-outs or switches, and where they meet and pass trains, will be held responsible for the proper adjustment of the switches. *Whoever throws a switch upon a side track, must see it thrown back on main line.*

59. Conductors and all Trainmen are expected to treat all patrons of the road civilly and politely, *under all circumstances*. No rudeness or incivility to passengers will be tolerated.

60. In case of accident to any train, the Conductor must give prompt notice in writing to the Superintendent, of the accident, its extent, and the cause of it, as far as he can ascertain; and if from negligence or wilfulness of any person, the name of the person, if known.

61. He will permit only those authorized by the

Superintendent, to sell books, papers, or other articles upon the cars; and must not allow passengers to be annoyed by travelling musicians, or by persons asking charity.

62. He will require of each passenger on his train a ticket, or a pass signed by a proper officer of the Company; and from any passenger, failing to produce such ticket or pass, the usual fare for the distance must be collected.

63. It shall be the Conductor's duty to check the Engine Driver, should he deem the train to be running at an unsafe rate of speed, and to direct that the regular rate, prescribed in the Time Table, or a slower rate if the track be in imperfect order, be observed, as the case may require. Negligence, or recklessness on the part of the Engine Driver, will be taken as proof of the inefficiency of the Conductor, unless such conduct has been duly and distinctly reported on every occasion of its taking place. He shall at the same time treat the Engine Driver with that consideration which is due to his very responsible position, and advise with him in case of difficulty.

64. He shall see that the Brakemen, and other train Employés, are kept at their posts, so as to be ready for any emergency; that they are cleanly and attentive to their duties, and that signals are ready for instant use.

65. The Conductor shall, from time to time, during the journey, examine the wheels, brakes, springs, trucks and journals of the cars, and must see that they are kept in proper order.

66. The tail signal must be examined at every Station, and in the event of a train being brought to a stand on the main track, the Conductor must take care that no person obstructs the rear view of it.

67. Conductors must promptly deliver all letters, way-bills and despatches entrusted to their care.

68. Conductors of Freight trains must not take loaded cars without way-bills, nor way-bills without the proper cars.

69. Conductors will be held personally responsible for the proper care of all goods or property entrusted to them, and will be careful to see that the same are delivered to the Station Masters, according to the way-bills.

70. If from any cause it becomes necessary to leave freight where it does not belong, the Conductor shall note the fact on the way-bill, and give notice in writing to the Superintendent. He shall take all proper means to have the same forwarded to its destination without delay.

71. Conductors shall call the attention of the Repairer of Cars—or, in his absence, that of the Station

Master—to any repairs required, or damage that may have been sustained, by the cars, and in the latter case report the particulars to the Superintendent.

72. They must be careful also to report to the nearest Station Master and to the Superintendent, any defect they may observe on the line.

73. Conductors shall keep a diary of their proceedings, which must be ready for inspection at all times, and they shall make daily returns upon the proper form to be supplied them.

74. The Conductor shall enter in his diary all delays, casualties, or unusual occurrences, and report the facts to the Superintendent. He will also make a note of them in his returns.

75. It is the duty of Conductors to assure themselves that signals for Extra Trains are properly placed and secured.

BRAKEMEN.

76. Brakemen will be under the direction of the Conductor while on the train. It is the duty of the Passenger Brakemen to keep the cars neat and clean; to connect the bell-cord through all the cars with the engine; to take care of the lamps and stoves, and do such other work on the train as the Conductor requires. They must be at their brakes while the train is moving, except when called away by the direct order of the Conductor.

77. The most experienced Brakeman must ride upon the rear car of every train, and it will be his duty to keep the signals for the rear of the train in good order, and to attach them in the proper positions when running; and in case of accident, delay, or any appearance of danger, he will immediately provide for the safety of the rear of the train by displaying a danger signal at a distance of 1200 yards back on the track, to ensure safety.

78. They are expected to acquire a sufficient knowledge of their duties and familiarity with the road to be able to stop their trains at regular stopping-places, without the whistle being sounded for that purpose.

79. They will notify passengers that it is contrary to the Rules for them to stand upon the platforms of the cars, and must prevent them from doing so. They will be civil to all passengers, and give all proper information respecting their trains to those entering or leaving them while they are on duty; they will not smoke, read or converse, except to give necessary information, nor pass through the passenger cars except in discharge of their duty.

80. If any part of a train is detached when in motion, care must be taken not to stop the train in front before the detached part has stopped; and it is the duty of the Brakemen on such detached part

to apply their brakes in time to prevent a collision with the cars in front.

81. When the train arrives at the end of a trip, the Brakeman must examine the cars and collect any baggage, packages or articles left by passengers, which, together with all unclaimed baggage, he shall deliver to the Station Agent, whose duty it shall be to take care of the same, and enter an account thereof in a book, with the date and description of such articles, and if not called for within forty-eight hours, said articles must be forwarded to the General Baggage Agent, or Baggage Master at St. John.

82. Brakemen will be subject to the orders of the Conductor, and of the Engineman in the absence of a Conductor. They will be stationed at regular intervals, and must at all times keep on the outside of the cars, and never leave their brakes unless by the direction of the Conductor.

83. When not on running duty, they must assist at the station in whatever work may be required of them. At all stations where the trains stop, and where there is no regular Car Inspector, the Brakeman must carefully examine every part of the train, and ascertain that all is right before proceeding.

BAGGAGE MASTERS.

84. *Train Baggage Masters* are under the direction of Conductors. They will wear the prescribed

cap when on duty, and will not leave their cars on the arrival at the destination of the train, until all baggage has been delivered.

85. They are required to handle baggage carefully.

86. They must immediately report to the Superintendent's office all baggage lost or missing, so that measures may be taken for its speedy recovery.

87. They will see that all baggage is properly marked and checked, that they may receive in their cars; and use the greatest of care in delivery, so that passengers may not be annoyed by their baggage going astray.

88. *Station Baggage Masters* will be at their posts during such hours as may be required, ready to attend to the wants of passengers. They will be polite and obliging to all, and give all proper information in relation to the transportation of baggage over connecting lines, and see that their rooms are in a neat and orderly condition; keep an accurate account of checks on baggage received or delivered, and report immediately to the proper officer any claim for lost or damaged baggage. Whenever any article whatever is found in the cars or upon the road, or the premises of the Company, the same must be immediately delivered to the Station Agent, with full particulars relating thereto, the date of its receipt being marked upon it.

89. They will also see that extra charges are made and collected for excess amount of baggage, by the rules and regulations prescribed, and pay the same daily to the Cashier. They will be holden strictly accountable in having all orders carried out in the proper manner, that may be issued from time to time by the General Ticket or Baggage Agent.

STATION AGENTS.

90. Station Agents must see that their Station houses are kept neat and clean, and that the Station men discharge their duties. They will be responsible *for the proper position of their switches*, and in no case allow them from the main track, except when a train has arrived to enter the side track. They will be held responsible that all cars standing on side tracks are secured so that they will not interfere with trains on the main track; and if loaded, that the doors are securely fastened.

91. This is not intended to relieve Conductors and others from the care of switches they may use. *Whoever throws a switch upon a side track, must see it put back on main line.*

92. In all cases where the Conductor fails to take all cars offered by the Agent, he will give his reasons for leaving such cars, to the Agent, who must report the same to the Superintendent by the first train, giving the number of the engine and number of cars in the train.

93. Station Agents must know when their tracks are clear and unobstructed, and not allow any train or engine to approach their stations unless *all is right*. They will examine frogs and switches, and report any defect to the Road Master.

94. They must treat all patrons of the road civilly and politely, under all circumstances.

95. At all Stations where trains are due after dark, and where the Station Agent, Telegraph Operator, or Watchman is required to be on duty, a *Red Lantern* must always be lighted before the train is due, and *kept in readiness for instant use*, in case of danger.

96. He must keep a sharp look out for train signals, and be careful to notify Conductors of the same, and of any orders or arrangements that may exist in any way affecting the trains.

97. He shall see that all books and returns are regularly written up and neatly kept.

98. He will be responsible for all money received at his Station on account of the Railway, and will be required to make good any deficiency of cash, whether arising from bad money or errors. He must make up and balance his accounts daily, in the form prescribed, and remit his cash, as called for by special instructions.

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99. Any Station Agent who shall render a statement of account which contains errors plainly traceable to his cash not having been properly counted and balanced, or to any want of care in taking an inventory of the freight in store, or shall enter remittances not actually made at the time indicated, is open to the serious charge of knowingly falsifying his accounts, and renders himself liable to be discharged from the Company's service.

100. All goods or articles, without exception, received for transportation, must be properly entered on way-bills to accompany the same.

101. He is held personally responsible for the safe keeping and proper delivery of all goods received by him, and for all charges due thereon; and all articles entered on the way-bills will be considered as having reached his Station in good order, unless it is otherwise stated on the face of the way-bill.

102. Station Agents shall not permit freight cars to be over or improperly laden. If a doubt exists, they shall take the safe course, by consulting Freight Tariff as to estimated weights and measurements.

103. Freight and cattle cars must be thoroughly cleansed on being discharged. Agents shall immediately report every instance in which a car, bearing evidence of not having been cleansed by the sending station, arrives at his station.

104. He must be careful that all stores supplied for the station are economically used, and that there is no waste of any kind.

105. He must not supply or lend, under any circumstances, stores or other articles belonging to the Railway; and, unless specially instructed by the Superintendent, station lights must be extinguished, and the station made secure for the night immediately on the termination of the day's duties.

106. At stations where freight for several way-stations is loaded into one car, particular attention should be given to have that loaded for the farthest station put into the car first, and so on in succession, until the freight for the nearest station to the point where it is being loaded is next the door of the car.

ENGINEERS AND FIREMEN.

107. All Engineers and Firemen will be immediately responsible for the care and management of their engine to the Master Mechanic; and when not on running duty will assist in the machine shop or repair shop, where they may at the time be stationed, and conform to its rules.

108. The Engineer must keep a vigilant look ahead, be watchful for all signals, and promptly govern his train in accordance therewith, stopping it, if necessary, to learn the meaning of any signal, and *always stopping* when there is a *danger signal*.

109. He must approach switches carefully, and, if they are not right, must stop. He will report to the Superintendent whenever he finds a switch wrong or any obstruction on the track. In thick and foggy weather he must take extraordinary precautions, both at switches and at all places where his right to proceed depends upon signals, *strictly observing the rules* in relation to special signals at crossings, junctions, and draw bridges.

110. The Engineer will be expected to work in harmony with the Conductor, and use every means at his command to facilitate the interest of the Company and the movement of his train, be particular in giving attention to all signals, using every caution to prevent the destruction of property and breaking of cars.

111. Engineers will be particular to see that their head lamps are kept in good order for immediate use, and that while on the road they are always lighted and kept burning after dark.

112. Enginemen are required to use the utmost caution to prevent running over stock. Frequent occurrences of this kind will be considered evidences of incompetency. They will follow the directions of the Conductor as to stopping, starting, etc., unless they are in conflict with these rules, or involve hazard, in which case they will be considered equally

responsible. They must run slow over bridges and through towns, being careful, in all cases of doubt, to take the *safe course*.

113. The steam-whistle must be sounded and the engine bell rung at the distance of one hundred rods from the highway crossings, and the bell must be kept ringing until the engine has passed the crossing, excepting that in villages and cities only the bell need be used. Enginemen must sound the whistle for each station when half a mile distant from the station. During foggy weather also the bell must be sounded at short intervals.

114. Engineers are required to see that the dampers of their engines are closed before entering upon and while crossing *bridges*.

115. Throwing wood from the tender of engines while the same is in motion, is strictly forbidden. Wood that cannot be used in furnaces must be thrown off at stations where engines are supplied with fuel.

116. An unnecessary use of the whistle impairs it as a "danger signal." Use it as little as possible in stopping and starting, or in the vicinity of stations. Brakemen are expected to stop their trains at all proper points without the brake signal, except in case of danger.

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117. Make all whistle signals as short, quick and distinct as possible—avoid the nuisance of prolonged, loud whistling in all possible cases.

118. When a locomotive is necessarily used on Sunday, the whistle must not be blown except for the application of brakes to avoid accidents.

119. Enginemen must permit no one to ride on the engine or tender, except the Fireman or Conductor belonging to the train, Track Masters, Section Foremen over their respective sections, or persons having the right extended them by the Manager or Superintendent; they will not trust their engines to the Fireman or other persons, without permission of the Master Mechanic; and must be required to secure them from fire or frost before leaving them. Enginemen must, in case of storm and high wind, run slowly.

120. They must carry an accurate and reliable watch, regulating the same daily by the *Standard Time*, and comparing with that of the Conductor before starting on each trip.

121. Those in charge of Switching Engines are required to exercise great care to prevent accident occurring from the obstruction of the main track.

122. They must pay immediate attention to all signals, whether the cause for giving them be known,

or not, and when a red signal is displayed at a station they will stop and apply at the Telegraph office (if a telegraph station), or at the Agent's office for instructions. Engineers of trains behind time must keep a sharp look out for Signals, and must *be positive* before passing a Station, whether or *not* a Signal is displayed.

123. The Driver must be in attendance at least half an hour, and the Fireman at least forty-five minutes, before the appointed time for starting the train. He must see that the engine is coupled, at least ten minutes before the time for starting—that it is in proper working order, sufficiently supplied with fuel and water, and properly oiled—that the alarm cord is attached to the gong or whistle, and that the lamps, and signals are in a fit state for use. Before taking charge of the engine, he and the Fireman must sign their names in the appearance book, kept by the Locomotive Foreman.

124. Conductors and Drivers of Trains supplied with Air Brakes, are responsible for seeing that such are in perfect working order before starting from terminal stations, this also applies to the ordinary Brakes and running gear on all cars.

125. He must not start his train until the bell be rung, and he receive the signal from the Conductor; he must, invariably, start carefully, without jerking,

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and see that he has the whole of his train ; he must run the train as nearly to time as possible, arriving at the stations neither too late, nor too soon. He must not shut off steam suddenly, so as to cause concussion of the cars, unless in case of danger.

126. Engine Drivers are required to run slowly and carefully over rough or bad track, and round curves, or through cuttings. The Track Master is authorized, when it is found necessary, to prescribe the extreme rate of speed, within which, an engine must be driven over the parts of the road indicated, and Trackmen are instructed to report violations of his orders in this respect.

127. When approaching stations, crossings, bridges and viaducts, and when passing wood-piles, all trains are required to run at reduced speed and with extreme caution, the dampers of the engine being closed.

128. Engine Drivers must never allow themselves to be governed by any information they may receive as to where the train ahead will stop for fuel or other cause, but must always be prepared to stop short of the station. They should invariably run on the supposition that a train may be found out of place at a station.

129. In bringing up his train, the Driver must pay particular attention to the state of the weather,

and the condition of the rails, as well as to the length of the train, and these circumstances must have due weight in determining him when to shut off steam. Stations must not be entered so rapidly as to require a violent application of the brakes, or to render necessary the sounding of the signal whistle. He must report every instance of overshooting a station to the Superintendent.

130. Unless he himself is in the cab of the engine at the time, and directing its movements, he must not allow the Fireman to shunt cars, or move the engine; cars must not be shunted, at so great a speed, as to endanger the lives of men employed in coupling, or in any way injure the property of the Railway. Unless when duty or meals call him off his engine, he must not leave it, whether it be standing at stations, or elsewhere.

131. Should a fire occur on a train, the train must be stopped, and the proper measures at once be taken to put out the fire and protect the train. The burning car, or cars, must be detached with as little delay as possible. No attempt must be made to run to a tank, if it be more than three hundred yards distant, as such a proceeding is likely to cause the fire to spread.

132. In case of doubt or difficulty, Engine Drivers and Conductors must consult and advise with each

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other, as they will be held equally responsible for any violation of the rules, through forgetfulness, negligence, misapprehension, or any other cause. In all cases of doubt, the safe side must be taken, *safety being the first consideration.*

133. Should a Conductor be disabled, the Engine Driver will have full charge of, and be held responsible for the safety of the train until another officer takes charge, notice being given immediately to the Superintendent. In such case, he shall observe the rules laid down for the guidance of Conductors.

134. Engine Drivers, when on the line, will obey the direct orders of the Superintendent, whether the same shall be communicated by telegraph or in writing; and in all cases where a message directing the train or engine to proceed cautiously, or at a given rate of speed, over any part of the Railway, or any bridge or viaduct, is given to the Conductor of any train, he shall at once hand the same to the Engine Driver, and call his attention to the contents thereof; and the Engine Driver shall retain it in his possession. If any Engine Driver shall, after the receipt of such message, incautiously or at a greater rate of speed than that named, drive his engine over the portion of the Railway, bridge, or viaduct named, he shall at once be dismissed from the service; and any Conductor

failing to obey the requirements of this order will receive like punishment.

135. Every Engine Driver must carefully examine his engine after each journey, and he must immediately report to the Locomotive Foreman, and enter in the book that is kept for that purpose, any defect or deficiency in his engine. He must also report to the Superintendent and to the Station Master at the nearest station, any accident, neglect, or irregularity that may have occurred on the journey.

136. Engine Drivers must keep diaries, and make returns to the Locomotive Department, as may be required.

137. Firemen are subject to the orders of the Engine Drivers, while on their engines. They will keep the engine cleaned and properly oiled, and assist the Engine Driver, as may be required.

MAINTENANCE OF WAY DEPARTMENT.

138. The Track Master, under the direction of the Superintendent, shall have the charge and supervision of all Repair men, and be held responsible for the faithful performance by them of their duty.

139. In every gang of Track laborers there must be a Foreman, and the Track Master will be held responsible that every Foreman is provided with a

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copy of the Regulations, a copy of the correct Time Table, and the proper Signal Flags and Lamps; also that each Foreman is furnished with an accurate gauge for gauging the line of track, and with all other necessary materials and implements.

140. Section Foremen will pass over and examine their sections daily, and ascertain that the track, slopes, cuts and bridges are safe.

141. They must see that no lumber, wood, stone, materials or tools are left at any time within five feet of the rail, and that all gravel or ballast is levelled down so as not to endanger the trains.

142. Before a rail or frog is taken out, or any obstruction is caused on the main track, or when any break or obstruction is discovered, the signals of danger must be sent out in both directions at least half a mile from the point of danger, where they must remain displayed till the track is known to be safe.

143. In stormy weather they will be out with their men (day or night) and proper signals, and watch those places liable to be washed or disturbed.

144. Section men and others employed on or about the track or fence are enjoined to use the utmost caution and watchfulness in regard to Wild

or Irregular trains. When they have any reason to suppose any such train will be run they should enquire of all sources within their reach in regard to it, so as to keep themselves as well as the property of the Company, out of the way. And in running their hand-car over the road they should so work it as to enable the men upon it to look in both directions upon the track in order to avoid a collision with engines or trains irregular or out of time.

145. Hand and Push Cars will not be allowed on the track on Sundays, or at any other time, except when in the discharge of Railway duties that actually require their use; they must never be left inside the fence lines in public highways.

146. Hand cars must be locked when not in sight of the party using them, and must never be left within four feet of the rail.

147. All tracks for Hand and Push Cars must be so laid as to slope from the track—so that a car when left without being trigged will run from the track and not towards it. *This is important.*

148. Section men will not be allowed to absent themselves from duty without special permission from the Road Master.

149. Section Foremen must report all accidents

occurring on their sections by telegram to the Track Master as soon as possible, giving the nature of the accident. On the same day they must send a written report of the accident to the Track Master, as well as to the same when live stock is injured by train, giving full particulars; and Section men must, in the event of an accident to the track or trains, render immediate assistance when called upon.

150. Section Foremen must pick up each day any material lost from cars or engines—such as car doors, brakes, bolts, nuts and small scrap, or other property belonging to the Company, and take to the Car Houses, from which it must be shipped the first Monday in each month. Any package or article of freight that may fall from any train must be taken to the Station Agents, who will report the same to the Superintendent.

151. All old Ties which may be removed must be gathered at the close of each day and put in some convenient place for burning.

152. The Track Master must see that safety blocks are put down on all sidings diverging from the main track, at a proper distance therefrom.

153. The Foreman of each Section, under the direction of the Track Master, is held responsible

for the safe keeping of all sleepers, rails, chairs, plates, bolts, tools, and implements of every kind pertaining to the track not in special charge of the Store Keeper, and the Track Master must immediately report to the Superintendent any losses or destruction of such property.

154. The Foreman must report in writing to the Track Master every case in which any of the signals are disregarded by an Engine-driver.

155. Animals found straying within the Railway fence must be immediately driven off. Section men will close all gates found open, and put up all fencing thrown down. Owners and occupiers of property adjacent to the Railway must keep properly shut all gates at private crossings; in case of accident, through negligence on their part or on the part of their servants in leaving them open, they will be held liable for the consequences.

156. All surface crossings must be closely looked after, and Foremen must see that the planking is securely spiked down. Any temporary injury to any of the telegraph poles or wires shall be repaired as far as practicable, and intelligence of the damage immediately conveyed to the nearest Station Master. If not a telegraph station, the Agent shall write to the telegraph station, giving particulars.

157. Each Foreman shall constantly carry with him a copy of these Rules and Regulations while on duty, and must read and explain them to every man engaged under him, and must produce them when required to do so by any of the principal officers of the Railway. He shall be responsible for the men under his charge, and for the proper execution of the work assigned to them, and shall have a list of the names and places of abode of all men employed under him, so that in case of accident or other emergency he may be enabled to summon them immediately.

158. Track repairers must be particular in watching each train, as it passes, to see whether any notices are dropped off the train, or flags, or lamps are exhibited upon the engine, and rear of the train, giving notice of an extra train.

159. The *Green* signal indicates caution, and is to be used, when it is necessary, to slacken the speed of an approaching train: the *Red* signal indicates danger, and is to be used, when necessary, to stop the train.

160. The track must not, in any case, be displaced for the purpose of putting in cattle guards, cross drains or culverts, unless by express order of the Track Master. The track must not be rendered unsafe by any operation during the day or night or

upon Sunday, until notice shall have been given by the Track Master to the Superintendent, and permission obtained to use the track.

161. Track Foremen must be particular in cutting down trees which are too near the telegraph wires, and when the *wires are touching each other separate them*, fix them up and keep them from wet, and all brush inside the fences must be kept closely cut.

162. In case of the *water supply* at any station being short, or the frog of a siding being out of repair, or any other matter affecting the movement of *Traffic*, Foremen must report by telegraph at once to approaching trains, as well as to the Track Master and Superintendent.

H. D. McLEOD,
Superintendent.

JAMES MURRAY KAY,
Manager.

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TELEGRAPH RULES.

All persons working the Telegraph Line, or employed in the Telegraph Department of this Company, will be governed by the following Rules:

1. All Operators are to devote themselves exclusively to the service of this department, during the prescribed hours, excepting those who may have additional duties to perform for the Company, and must hold themselves in readiness for duty, whenever or wherever the interests of the Company may require; obeying, at all times, such instructions as may be given them by the Superintendent.

2. Each office must be opened every day (except Sundays,) by or before 7 30 A. M., and must not be closed until "Good Night" is received from the Head Office.

3. When trains are due, or standing at a station, the Operator must be in his office, and *not* on the platform, unless business actually requires his presence there.

4. Operators having ground wires must keep them in good repair, and in event of any interruption of the circuit, must use the "ground" to ascertain in which direction the difficulty is, reporting result to the Superintendent's office, and must not leave their office, without permission, until the difficulty is removed. Ground wires must be used for *no other reason*, excepting to prevent accident, or by order from the Manager or Superintendent's office. *Be careful about leaving the ground wire on.*

5. If the circuit should be interrupted for thirty minutes, from any unknown cause, Operators should at once notify Section Men of the fact, first being satisfied, *from careful examination*, that the trouble is not in their own office.

6. Particulars of interruptions, or repairs made, must be sent to the Superintendent's office.

7. Operators not on hand to answer immediately after the calling office signs, must not struggle for circuit, and if at any time it becomes necessary to hold the circuit, it must be done by making dots, and in *no case* by holding the key up.

8. All Railroad messages must be written *in full* and as plain and concise as possible. Figures alone must not be allowed in the body of a message, but where numbers occur, they must be written in words and then repeat in figures thus: "Seventy-five" "75." When sending Operator fails to so send, the receiving Operator will call attention to it, then if the rule be not complied with, the sending operator will be held responsible in case of mistakes.

9. Operators will not receive messages to be transmitted free, unless they are signed (or in reply to those signed) by Employés of the Company. They must consider *all* messages *strictly confidential*, and will not permit them to be read by any one excepting the party to whom they are addressed, nor make their contents the subject of conversation or remark. Idlers must not be allowed in the office under any circumstances. *Employés have no right to send their own private messages.*

10. When a message is received requiring an answer, and it cannot be obtained in a reasonable time, the fact should be reported to the sending office.

11. Messages should be carefully read and understood in presence of the sender, and the words of all *important* messages must be counted, the number of them noted in margin of message, and transmitted after the signature, the receiving Operator carefully checking the same.

12. No abbreviations are to be used in transmitting a message. *Every word* must be written out *in full*, and the time of sending or receiving, with the sender's and receiver's initials noted.

13. Operators are forbidden to transmit any message given them verbally. The sender *must* write and sign them.

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14. *Struggling for Circuit will not be tolerated under any circumstances*, and (excepting as otherwise provided) Operators will not call another office more than five times, at one time, without signing.

15. Operators will not be allowed to ask after trains, unless requested to do so by an Officer of the Road, Conductor or Trackman. They should always be able to know just where trains are from reports made to the Head Office.

16. *Messages relative to the movement of trains have preference over all other business.*

17. In event of an accident occurring on the Road, it is to be kept *strictly private*. No account thereof is to be telegraphed, unless signed by an authorized person. No mention of the accident is to be made on the line between the Operators. Should any observe despatches in relation to it they will not repeat it to others. Operators *receiving* such messages must keep them private until the officers of the Road see fit to make them known.

18. Each morning every Operator *must* be at his instrument, and there remain, with Relay well adjusted, to receive the standard time of the Road from the Superintendent's office, allowing *no other business to interfere with his so doing*.

19. At *two minutes* before nine each morning the Chief Operator will commence making the figure "2" and continue until *one minute* before nine, when he will commence striking "dots," and at nine precisely will make the figure "9." To this each Operator must give "O K," and his office call distinctly, commencing at Carleton office, and reporting in regular rotation, to avoid confusion when Operators not on hand when time is given, they must not ask for it afterward. Watch closely for messages to "all offices" at this time.

20. Operators must be very particular that their keys are not opened, ground wires used, or the Circuit interrupted in *any way* while time is being given. *If any interruption then,*

or while Operators are giving "O K," it must immediately be reported to the Superintendent.

21. *No Students* will be allowed on the line without permission of the Superintendent. When allowed, they must not open a key on the main circuit without permission of the Superintendent of the Western Union Telegraph Company.

22. All requisitions *must* be sent by train, excepting in cases of emergency. Agents, Ticket Sellers, and other Employés, should keep their supplies ahead so as to avoid the necessity of telegraphing for them. *No business must be sent by telegraph that can without detriment to the Company's service be sent by train.*

23. No unnecessary conversation will be allowed on the line in business hours, nor will Operators be allowed to exchange places with each other or absent themselves from duty without permission.

24. Operators must cut their instruments out each night and during thunder storms. Must keep them clean, and in case of defect or damage inform the Superintendent at once. Write slowly and firmly.

25. *All* Railroad business must be done subject to these rules. Any disobedience of them, or inattention to the orders of the Superintendent, will be dealt with severely.

Rules for Running Trains by Telegraph.

26. All special telegraph orders for the movement of trains *must be given in writing*; and the Superintendent and Train Despatcher under his direction, are the *only persons* authorized to give such orders.

27. The Train Despatcher shall only communicate such orders in the name of the Superintendent, adding thereto the initials of his own name.

28. Communications from Conductors on this subject must be addressed to the Superintendent.

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29. All train orders will be repeated by the receiving Operator.

30. Special train orders will be addressed to the Conductor and Engineer in charge of the train; and such orders when communicated by telegraph *must be read aloud* to the Conductor and Engineer to whom same is addressed.

31. The *Conductor* shall write his understanding of the order which shall be *read by the Engineer* and signed by both.

32. *All orders* and messages involving the movement of trains must be *written in full* and *no figures or abbreviations* shall be used.

33. In sending train orders the Train Despatcher will, after the body of the message, and before the signature, say "18" (see list of signals). This must be put on the copy given to the Conductor and Engineer.

34. In giving an understanding of a train order the Operator will, after the address and period, say "9" (see list of signals), and then proceed with the rest of the message. On receipt of this the Operator will, if the understanding be correct, say "O. K" and sign his initial; and this "O. K" and initial must be put on the message delivered the Conductor and Engineer. The order must not be delivered, and will not be valid until it is so put on.

35. Conductors of construction or wood trains must leave a memorandum each morning with the nearest telegraph Operator stating where they will work through the day. This memorandum must be telegraphed to the Superintendent's office at the first opportunity.

36. In case of accident or unusual detention to any train, the Conductor of such train will give the Operator at the nearest telegraph station a written account of such accident or detention, which the Operator will send to the Superintendent's office the first opportunity.

37. Agents receiving notice that certain trains will meet at their station will not allow one train to pass until the other has arrived, unless further orders are received.

38. Any Operator or Employé not understanding these rules will apply to the Superintendent for information regarding them.

39. Nothing in these rules shall conflict with the established rules and regulations of the Western Union Telegraph Company.

List of Signals.

1. Wait a minute.
2. Repeat back.
3. Separate words and write slower.
4. Where shall I go ahead?
5. All offices take notice.
6. Answer immediately by telegraph.
7. Business of sufficient importance to take precedence over all other except "17." Message to prevent detention of train.
8. Busy on other line.
9. We understand we are to,—
10. Close your key; you are breaking.
11. You can have Circuit.
12. Orders for trains.
13. Have you answer for —; if not, why?
14. Go ahead; train report.
15. What is weather?
16. Business of the Superintendent.
17. A message of the highest importance. Drop all other business and attend to it at once.

18. A
19. W
20. I
21. M
22. H
23. P
24. T

18. Answer how you understand this, and wait my reply.

You can use "12" to answer this.

19. Weather report.

20. I will enquire.

21. Make dots.

22. Have you anything for me?

23. Put on your ground wire.

24. Take off your ground wire.

H. D. McLEOD,

Superintendent.